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*Reference
Library*

CIA LIBRARY

GUIDE TO BOOK PROCUREMENT

- PART 1: CIA Book Ordering Policy
- PART 2: CIA Book Procurement Facilities
- PART 3: Instructions for Use of Publications Order Form

Document No. _____
No Change in Class. <input type="checkbox"/>
<input type="checkbox"/> Declassified
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Prepared by the Book Branch, CIA Library for the use of
the Document Procurement Committee and Agency Requestors.
1 November 1952.
(Supercedes and rescinds GUIDE dated 13 August 1951)

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CIA BOOK ORDERING POLICY

Part 1.

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1. Library Circulation [REDACTED] 1050 M Bldg.) will provide loan facilities in all cases involving holdings of the CIA Library or other libraries for:

- a) short term usage of publications
- b) out of print books
- c) back issues of periodicals
- d) fiction

The resources of the Foreign Documents Division and the Map Library will be considered in meeting your request. The regular loan period is two weeks but other term loans may be arranged to meet special needs. As a rule a request is filled more rapidly by loan.

- 25X1A
2. If you are in doubt about the exact description of the book, Library Information [REDACTED] 1425 M Bldg.) will assist you in obtaining it.

3. Publications required for daily reference work and continuing office research may be purchased on request and released on indefinite loan from the CIA Library but, THE CIA LIBRARY RESERVES THE RIGHT TO DRAW UPON ALL THE RESOURCES OF ITS COLLECTION.

- 25X1A
4. Subscriptions: The possibility of having your needs met through requirements placed with the clipping service of the Library [REDACTED] should be considered before placing an order for an English Language newspaper or periodical.

5. The Microfilm collection of the Library (1433 M Bldg.) supplements its other resources. Arrangements for loan or reproduction of material may be made by calling [REDACTED] Purchase requests should be directed to the Order Section.

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6. Office personnel are encouraged to recommend to the Library Selections Officer, [REDACTED] for the general collection, those publications considered to be of general value to CIA.

7. A representative of your Office has been appointed to the DOCUMENT PROCUREMENT COMMITTEE. The purpose of this Committee is to coordinate Library-Office procedure and to adjust problems that may arise in connection with your requests and their fulfillment.

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CIA PUBLICATIONS PROCUREMENT FACILITIES

Part 2.

1. Purchase requests for foreign or domestic books, periodicals, trade catalogs and government publications (including TM's, FM's, TO's and similar publications of the National Defense Establishment) which are placed with the Order Section of the Library ([REDACTED]) are obtained through one or more of the following facilities. Choice of facility depends on the availability, sensitivity and cost of the publication and on the urgency of the request.
- NOTE: Classified documents should be requested from Library Circulation.

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2. DOMESTIC PUBLICATIONS:

a. Current Books

Current books stocked by Washington Bookstores are located by telephone, purchased and delivered daily by agency messenger.

b. Out of Print Books

Books published three or more years ago are placed on want lists with vendors who advertise them in the booktrade journals. The CIA Library reserves the right to cancel such orders after forty-five days. However, the out-of-print book market is unpredictable and requestors are usually consulted about concurrent or alternative use of library loan facilities.

c. Newspapers

Newspapers are purchased on contract with a local vendor and distributed daily and Sunday. Current issues can be purchased at local newstands.

d. Periodicals

Periodical subscriptions are bought on contract or individually depending on volume of Agency requirements and publisher's marketing practices. Most publishers require from 4 to 8 weeks to initiate a subscription. Current issues of popular magazines may be purchased at local newstands. Loan facilities are recommended for back issues.

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e. Government Publications

Government publications (including those of the National Defense Establishment) can be bought over-the-counter in small quantities. Large orders must be coordinated in the Order Section and submitted in writing.

3. FOREIGN PUBLICATIONS:

a. State Department facilities

State Department facilities overseas are employed for the procurement of most foreign publications. Agency funds deposited with overseas posts are drawn against to cover individual orders as they arise. In addition, this Agency files guide-type lists of subject requirements with many posts and makes funds available for purchase at the discretion of post personnel. [REDACTED]

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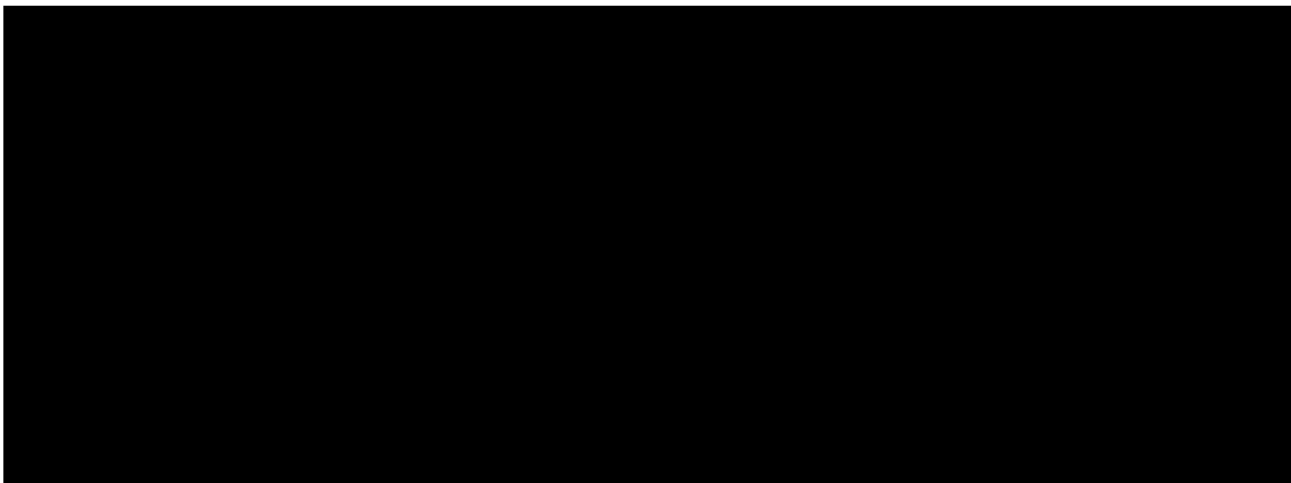
[REDACTED] procurement requires 30 to 60 days from Western Europe and from 90 to 180 days from the Far East. Air delivery is employed wherever necessary.

b. Russian Publications

Procurement of Russian and satellite publications presents a special problem. It is suggested that an inquiry be directed to your DPC member or to the Order Section before submitting an order.

Subscriptions to Russian periodicals are arranged on a calendar year basis by means of a coordinated list of agency requirements submitted through the Department of State to the Embassy in Moscow. Additional subscriptions although possible to request are difficult to procure and existing Agency resources should be utilized.

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5. DEADLINES:

25X1A In cases where a time schedule for publication procurement is important, a deadline date should be indicated. A telephone call to the Order Section [REDACTED] in advance of the written order will be helpful.

Requests for Defense Department publications, in particular, should be submitted as far in advance as possible. Local depots do not stock all publications (i.e. TO's, EM's) and time must be allowed for packing and shipping. Though possible, RUSH requisitions to the services are difficult to arrange and must carry a special written justification.

6. ORDER SECTION PROCEDURES:

Book and periodical orders are searched to verify bibliographic accuracy, to eliminate unnecessary duplication of Agency resources and to facilitate order processes. All information regarding source, sensitivity etc. will assist in expediting an order.

Market information is collected on a country-by-country basis concerning publications, publishers and vendors, prices and delivery facilities and is employed wherever possible to expedite procurement of publications.

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INSTRUCTIONS FOR USE OF PUBLICATIONS ORDER FORM

Part 3.

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Order Forms may be obtained from the CIA Library Book Branch,

Please fill out forms as follows:

1. Date request in upper lefthand block. Put office control No., if used, in upper righthand block.
2. Leave spaces (1), (2), (3) and (4) blank.
3. Give complete information on author, title and publisher.
4. Leave spaces marked (6) "Channel", and (7), blank.
5. For subscriptions: (a) request sample if you are in doubt of the value of the item; (b) indicate whether you can share copies with other users; (c) consult Library if you must have issues prior to the probable starting date 30-90 days hence; (d) indicate clearly that a subscription is required by writing "(subscription)" after title.
6. Use digit to show number of copies in (8).
7. Leave blank spaces (9) through (13). DO NOT write your Office abbreviation in the bracket by (9).
8. Under remarks should be indicated: deadline, recommended sensitivity, ref's to source of information.
9. Forward to Book Branch through your Document Procurement Representative who will approve request.

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SAMPLE LIBRARY ORDER FORM

PLEASE TYPE					
22 Oct 52			M-46		
DATE OF REQUEST			OFFICE CONTROL NO.		
①	②	③ MO.	DAY	YR.	④
TYPE		DEALER		DATE	ORDER NO.
⑤					
TITLE Materials for the study of					
the Soviet system.					
AUTHOR Meisel, James H., & Kozera,					
Edward					
⑥					
CHANNEL					
PUBLISHER George Wahr Pub. Co.					
PLACE Ann Arbor, Mich.					
⑦	1950		⑧ 3	19.50	
IMPRINT	ED. OR DATES OF SUBSCR.		NO. OF COPIES	PRICE	
FROM 25X1A9a					
⑨ [] ORR/D/A					
OFFICE					
ROOM 1015 M			TEL. EXT.		
RECD ⑩ MO.	DAY	YR.	⑪	⑫	
DATE			NO. OF COPIES	PRICE	
REMARKS				⑬ NO. YR.	
OTHER INFO. SENSITIVITY, ETC.				REORDER DATE	
DEADLINE: 7 Nov 52					
The several Library copies are all in use; urgent project justifies duplication. MT.					

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SAMPLE BOOK ORDER LIBRARY ORDER FORM

Approved For Release 2001/08/07 : CIA-RDP78-04718A000800250002-6

ORDERING BOOKS AND SUBSCRIPTIONS

Please Fill Out Forms As Follows:

1. Date request in upper lefthand block.
2. Leave spaces (1), (2), (3) and (4) blank.
3. Give complete information on title, author or editor, publisher, date of publication and edition. If subscription is required, indicate clearly after the title.

4. Leave spaces (6), and "channel" blank.
5. Leave space (7) blank. Indicate date of publication in adjacent space. Use digit to show number of copies in (8).

6. In space marked "from", show requester's name; leave bracket (9) blank, but show CIA Office in space marked "office", building and room number in "room no." and telephone extension. Box marked "approved" is for Document Procurement Committee member's initials. Leave (10), (11), (12), and (13) blank.

7. Under REMARKS show deadline if any, and any further information on source. (i. e. Despatch No., date and post, MA Report .. NY Times Book Review Section, date)

If publication or knowledge of it is sensitive or classified, state it in this space.

SAMPLE SUBSCRIPTION ORDER LIBRARY ORDER FORM

PLEASE TYPE

16 February 1958			
DATE OF REQUEST	MO.	DAY	YR.
TYPE	DEALER	DATE	ORDER NO.

TITLE Current Digest of the Soviet Press (Subscription)

AUTHOR			
CHANNEL			
PUBLISHER <u>Joint Committee on Slavic Studies</u>			
PLACE	413 - W. 117th St. NY 27	continuing	\$150
IMPRINT	ED. OR DATES OF SUBSCR.	sub	NO. OF COPIES 1

FROM <u>Jane Doe</u>			
OFFICE <u>ZZZ/ZZ</u>			
ROOM NO.	0000 Q	TEL. EXT.	0000
RECD	MO.	DAY	YR.
DATE	REMARKS		

Deadline: Routine